

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

	and History, Records Management Division, 330 Capitol	- _ -		
Attention: Scheduling Se		Atenue, Anania, Georgia, 30334,		
	1. Agency Address	FOR RECORDS MANAGEMENT USE		
Application Date	Georgia Student Finance Commission	A 44 A A A A		
	Georgia Higher Education Assistance	Application Number 87-23		
Application Number	Corporation Division	Date Received Date Completed		
	2082 E. Exchange Place, Suite 200	OCT 9 1986 JAN 3 0 1987		
2. Person to Contact	Tucker, GA 30084 Working Title			
Ralph D. Roberts	Administrative Services D	Telephone Number 11 rector 493-5430		
3. Action Requested	Administrative Services L	493-3430		
·	chedule; record will continue to accumulate.			
	umulation; no further accumulation anticipated.			
	oCheck One: Change; Superced			
	5. Records Series Title (followed by title used in office; if di	fferent)		
Earliest Latest				
8/1/85 Continuous	GHEAC - Escrow Transmittal Letters			
6. Division and Office Function	What is the function of the Division and the Office in	which this record series is created?		
The function of the	Georgia Higher Education Assistance Corpo	ration Division Escrow		
The function of the Georgia Higher Education Assistance Corporation Division Escrow Office is to administer, collect account for and disburse funds from Lenders to				
	cational Institutions Financial Aid Offic			
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		:.		
7. Record Series Description	This file contains the following documents (include form nu Attach samples of the file.	mbers and titles, if any):		
Documents relating to:	Documents related to distribution of GHEAC Escrow checks to			
	students through school Financial Aid Office.			
		No. 2 CON 12-1 11		
Included are:	cluded are: Included are transmittal letter bearing Names, SSN distribution Dates, Amounts and Check Numbers			
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	•			
File is arranged:	Alphabetically by school, thereunder chr	onologically by print date		
i ne is allangeu.	Aiphabeticarry by schools thereunder the	onorogicariy by print date.		
O Monthly Defense - Deta	Have after any proceeds referred to which are	-		
	How often are records referred to which are:			
	; Seven to twelve months old5; Thirteen to	o twenty-four months old;		
twenty-five months and older		· · · · · · · · · · · · · · · · · · ·		
9. Annual Rate of Accumulation		A.		
	; Legal-size drawers; Shelves;	•		

b. Ooes the series contain confidential information requiring security handling? If yes, cite law or regulation. c. Is this a vital record? X d. Does this series have historical or long term research value? e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled senarately. X d. Is the information contained in this series are published? If yes, stateh copy. X d. Is the information contained in this series are published? If yes, stateh copy. If yes, attach conv. If yes, attach con	X If not, where is	sit?				
C. Is this a visit record?	b. Does the series	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.				
X d. Does this series have historical or long term research value? S. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? X f. Is the information contained in this series were published? If yes, attach copy. X f. Is the information contained in this series were analyzed analyzed encoded in a summarized report? X f. Is the read subjection of this series in your office, or in another office or agency? X f. Is there a duplication of this series in your office, or in another office or agency? X f. Stere a duplication of this series in your office, or in another office or agency? X f. Stere a duplication of this series in your office, or in another office or agency? X f. Stere a duplication of this series in your office, or in another office or agency? X f. Stere a duplication of this series in your office, or in another office or agency? X f. Stere a duplication of this series in your office, or in another office or agency? X f. Stere a duplication of this series in your office, or in another office or agency? X f. Stere a duplication of this series in your office, or in another office or agency? X f. Stere a duplication of this series in your office, or in another office or agency? X f. Stere a duplication of this series in your office, or in another office or agency? X f. Stere a duplication of this series in your office or in a summarized report? X f. Stere a duplication of this series in your office or in a summarized report? X f. Stere a duplication of this series in your office or in a summarized report? X f. Stere a duplication of this series in your office or in a summarized report? X f. Stere a duplication of this series in your office or in a summarized report? X f. Stere a duplication of this series were an another office or agency? X f. Stere a duplication of this series were for interesting the series to be kept: X f. Ste						
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X Signature State Records State Sta		· · · · · · · · · · · · · · · · · · ·		ould these		
x g. is the information contained in this series ever analyzed and/or recorded in a summarized report? Yes, attach copy. If yes, where?	X documents be s	scheduled separately?		·		
Y	1. 13 tile illioi illat					
X If yes, where 2. X I, is his series for a major portion of lit regularly microfilmed? X J, Does the record series result in a computer printout?	X If yes, attach c	ору		·		
X Section	7		· · · · · · · · · · · · · · · · · · ·			
1. Does the record series result in a computer printout? The following requires the series to be kept:	Ti Aest Akingle (*	r a maior portion of it) regularly r	microfilmed?			
a. State Law years. d. Audit period years. c. Federal law years. e. Administrative need 10 years. c. Federal law years. f. Federal retention instructions years. Attach copy or excert of laws or regulations. Explain administrative need. SEE ATTACHED - Executive Director's directions. 12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each: calendar Year; State Fiscal Year; Other then, wear(s); then Transfer to local holding area; hold year(s); then month(s) year(s); then Directory. Transfer to State Records Center; hold 9½ year(s); then Directory. Transfer to State Archives for permanent retention. These instructions apply to all prior and future accumulations of the series. Agency Head/Designee (Signature) Date Year(s); then Directory State Archives for permanent retention. DonALD E. PAYTON, EXECUTIVE DIRECTOR RALPH D. ROBERTS, DIRECTOR ADMIN. SERVICES DIV. State Records Committee (Signature) State Auditor/Designee Scretary of State/Designee Autourland State Auditor/Designee Scretary of State/Designee	K V					
b. Statute of limitation	11. Retention Requirements	The following require	es the series to be kept:			
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Hold in the current files area 6 month(s) year(s); then Transfer to local holding area; hold year(s); then Year(s) then	12. Approved Disposition Instr	- ·				
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Attorney General/Designee		State Auditor/Designee	1/2/2011	1/26 86		
	(If disapproved, attach letter	State Auditor/Designee	WASTELLE	112686		
	-		Edward Weelon	1/26 86		
	-	Secretary of State/Designee	Edward Wellow	1/26 86		